

# Delaware Institute for Excellence in Early Childhood

## Professional Learning

### Memorandum of Understanding (MOU)

Date:

Congratulations! Your application for \_\_\_\_\_ has been approved by the Delaware Institute for Excellence in Early Childhood (DIEEC). The comments from the review committee are attached.

*Please see the attached Letter of Acceptance for details on approval.*

Enclosed is a copy of a Memorandum of Understanding (MOU) between you and the Delaware Institute for Excellence in Early Childhood outlining the commitments for both the sponsoring organization or entrepreneur/ individual LLC and DIEEC. Please sign and return a copy to DIEEC as soon as possible. You may mail this form to Kelly Cox's attention at the address listed below or email it to [ecinstitute@udel.edu](mailto:ecinstitute@udel.edu).

Thank you for your submission and for contributing to quality professional learning opportunities for Delaware's early childhood education workforce.

Sincerely,

Kristy Sheffler  
DIEEC Deputy Director

University of Delaware  
Delaware Institute for Excellence in Early Childhood  
501 South College Ave  
Newark, DE 19716  
[ksheffler@udel.edu](mailto:ksheffler@udel.edu)



This is to inform the entity requesting approval for the workshop listed below, as well as other stakeholders, that the workshop *has been approved* through the Delaware Institute for Excellence in Early Childhood.

Title of Workshop:	
Organization:	
Contact Person:	

The workshop may be conducted at the discretion of the sponsoring organization or entrepreneur/ individual LLC under the guidelines for approved workshops as outlined by DIEEC (see below). It is the sole responsibility of the sponsoring organization or entrepreneur/ individual LLC to review and abide by the parameters guiding the facilitation and marketing of the workshop.

Content Area:	
Number of Hours	
Audience:	
Level:	
Date of Acceptance:	
Date of Expiration (3 years):	

- All approved professional learning opportunities are approved for a period of three (3) years. After that date, it is the responsibility of the sponsoring organization or entrepreneur/ individual LLC to revise (if appropriate) and resubmit the workshop for approval for another three years.
- All approved workshops remain the sole property of the sponsoring organization or entrepreneur/ individual LLC.
- To have a workshop put onto the DIEEC calendar, please complete the professional learning details form and submit it to DIEEC 30 days before the workshop date.
- Purchase of materials, copying, distribution and all use of materials is the responsibility of the sponsoring organization or entrepreneur/ individual LLC.
- All copyright fees or permission for use of information is the responsibility of the sponsoring organization or entrepreneur/ individual LLC.
- MOU must be signed and returned before the workshop may be scheduled.

**As a sponsoring organization or entrepreneur/individual LLC, I/we agree to:**

- Deliver the approved professional learning curriculum in its entirety and to fidelity;
- Support the NAEYC's Professional Standards and Competencies for Early Childhood Educators as they pertain to the professional learning curriculum;
- Comply with renewal requirements every three years; resubmit with updates/revisions at least once every three years or more often if necessary;
- Notify DIEEC at least 30 days prior to when this professional learning topic is to be scheduled;
- Use the DIEEC registration system to register participants PRIOR to professional learning event;
- Use DIEEC attendance forms/sign-in sheets to confirm participants;
- Provide our own liability insurance and workers compensation. Note: You are not a DIEEC employee and are not covered under the University of Delaware.
- Update contact information with DIEEC as necessary; and
- Respond to communication in a timely manner.

**Delaware Institute for Excellence in Early Childhood agrees to:**

- Provide registration, attendance;
- Market all approved professional learnings through the DIEEC PD website;
- Communicate any system changes in a timely manner;
- If deemed necessary by the sponsor, cancel the professional learning at least five (5) working days prior to the scheduled start date, except during a state of emergency or weather-related incident and
- Respect intellectual property rights and not use any of the professional learning curriculum materials unless given written permission.

DIEEC Representative Signature

Printed Name

Date

Organization Representative Signature

Printed Name

Date